

29 October 1976

Mr. James W. Moore  
Director, Audiovisual Archives Division  
General Services Administration (GSA)  
National Archives and Records Service  
Washington, D.C. 20408

Dear Mr. Moore:

This is in reference to your 13 October 1976 request for comments on the draft of the general records schedule concerning audiovisual and related records.

Generally, it appears from reading the schedule that the media of the record dictates its disposition, i.e., "break off, dispose of, erase, after 5 years." Our understanding has been that the informational content and its utility should govern the disposition. Specifically, the terms used throughout the schedule, "break off, dispose of, erase, after 5 years" are much too restrictive for application to this agency. The 5 year limitation is not consistent with our working requirements. The active life of our collections of audiovisual records is much longer than 5 years. Our present procedure calls for periodic purging of these files and retirement of inactive records to the Agency Records Center. We suggest, therefore, that the disposition instructions in this general records schedule be changed to read "purge". Further, we suggest that the wording "whichever occurs first" be deleted and that the disposition instructions be changed to read: "Purge file of inactive records every 5 years. Offer inactive records to the National Archives 5 years thereafter or when no longer needed for current administrative use, whichever is later."

Sincerely,

*Reply: GBF/28 Oct. 76*

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Associate Records Management Officer

DRAFT  
2 Sept. 76

*See  
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Chrono  
that went out.*

SUBJECT: Audiovisual Records Management

1. Scope: Section 506(b) of the Federal Records Act of 1950 (44 U.S.C. 3102) requires that the head of each Federal agency "establish and maintain an active and continuing program for the economic and efficient management of the records of the agency." Included in this program, as set forth in Subpart 101-11.1300 of the Federal Property Management Regulations, are Audiovisual Records. This subpart sets forth the policies and procedures for managing audiovisual records in the Federal Government under guidelines furnished by the National Archives and Records Service.

2. Definitions

a. Audiovisual records--Audiovisual records include program and information motion pictures, still pictures, sound recordings, video recordings, and related documentation.

b. Audiovisual Records Management--Audiovisual records management includes the management of audiovisual records and related records that document the creation and/or acquisition of audiovisual records and that were created for or used in the retrieval of information about or from audiovisual records.

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### 3. Agency Program Responsibilities

a. Each Federal agency, in providing for effective control over the creation of records, shall establish an appropriate program for the management of audiovisual records. The program shall prescribe types of records to be created, issue standards for maintenance, disposition, physical security and preservation of audiovisual records, review audiovisual record keeping; and develop and maintain cost data for agency audiovisual records.

b. Each agency should establish standards for its audiovisual operations and issue appropriate instructions on the identification, filing, controlling, scheduling, and preservation of audiovisual records including the establishment of contract specifications for contractor-produced audiovisual records which protect the Government's legal title and ultimate control over all audiovisual media and related documentation.

### 4. CIA Audiovisual Records

a. The Agency is engaged in a complex, decentralized, high cost and high volume audiovisual records exercise. Audiovisual activities that include the purchase and/or lease of audiovisual records, contracting for audiovisual records, loan of audiovisual records from other Government agencies, dissemination to other Government agencies, <sup>and</sup> in-house creation, maintenance and utilization, are being conducted by various offices, <sup>of which</sup> ~~that~~ <sup>more than 20 have been identified to date.</sup> ~~to date, number twenty-plus known.~~ The extent of the activities involved

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range from an extensive Office of Communication exercise  to several small shop operations scattered throughout the Agency. For all <sup>intents and</sup> ~~intensive~~ purposes, there is very little coordination of activities. Some areas, such as CRS, DDO/OPS, CIA Library, are engaged only in the maintenance and distribution of audiovisual records, receiving such records from various sources such as P&PD, other Government agencies, and private firms. Offices thus far identified that are engaged in the creation and overall total exercise include OGCR, OTS, P&PD, Office of Communications and to a very moderate extent, OTR. In answer to the question, "Do you feel the Agency needs some form of audiovisual management program?", all but one of the offices contacted answered yes. The affirmative response <sup>dents</sup> ~~was~~ saw a need for some form of program if for no other reason than to avoid duplication and to make known what is available and where.

b. As stated, the Agency's <sup>EN</sup> ~~audio~~ audiovisual activities are decentralized. There are in existence, however, several Agency regulations that designate the office responsible for certain ~~selective~~ audiovisual type records. The regulations and a brief description of content are as follows:

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5. This report should not be considered as being all inclusive. The audiovisual activities encountered during this preliminary survey, may or may not constitute the entire Agency's audiovisual activities. It is possible that additional minute activities would come into focus during an in-depth survey. This preliminary survey, however, does demonstrate that there is a need for some form of managerial control to determine the present cost outlay arising from audiovisual activities, to eliminate duplication, to insure coordination and to promulgate procedures for the creation, maintenance, and disposition of all audiovisual records.

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